

# **LINCOLN PARKS & RECREATION DEPARTMENT SUMMER EMPLOYMENT OPPORTUNITIES**

## **2005**

Applications may be picked up after January 1, 2005, at the Department of Parks and Recreation, 2740 "A" Street.

Applications received by March 5, 2005, will be given preference.

In accordance to Legal Opinion § 2.76.220 of the Lincoln Municipal Code, the minimum hiring age shall be 14 years of age unless otherwise stated.

### **"CONDITION OF EMPLOYMENT"**

"In accordance with the Immigration Reform and Control Act of 1986, all employers are required to document your eligibility for employment. Each individual who is offered employment must submit original documents which establish employment authorization and identity within three (3) working days of employment. If the individual is hired for less than three working days, the forms must be completed by the first day of work. Failure to comply will result in termination or withdrawal of the offer of employment."

Date Posted: December, 2004

## **NATURE CENTER/OUTDOOR EDUCATION**

Applications for Nature Center staff positions can be picked up and returned to Pioneers Park Nature Center or at the Parks and Recreation main office, 2740 "A" Street. Give information as to how you may be reached so that an interview can be scheduled. Interview dates will be made on an individual basis. Qualified applicants will be contacted for an interview.

### **WILDERNESS NATURE CAMP STAFF**

#### **WILDERNESS NATURE CAMP DIRECTOR**

\$8.50 per hour - 40-50 hours per week, May 10 – July 29

Minimum Age: 21 years

**QUALIFICATIONS:** Experience teaching children about nature; ability to plan programs, supervise counselors, manage camp budget, and ability to work in an outdoor setting. Previous camp experience and natural science knowledge required. Must possess a valid driver's license and excellent driving record.

**RESPONSIBILITIES:** To coordinate camp activities and counselors, complete the camp curriculum, supervise campers and deal with any discipline problems, and maintain camp equipment and supplies. Will be required to drive a van.

#### **CAMP COUNSELOR (3)**

\$7.50 - \$8.75 per hour; 40 - 50 hours per week for 7 weeks, June 6 - July 27.

**QUALIFICATIONS:** Experience teaching children nature; ability to work in an outdoor setting. Previous camp counseling experience and natural science knowledge helpful. Will be required to drive a van. Must possess a valid driver's license and must have an excellent driving record.

**RESPONSIBILITIES:** Conduct and participate in nature activities for children who have completed K-6th grade. Assist in curriculum development and program planning, supervise participants and deal with any discipline problems.

Call the Pioneers Park Nature Center at 441-7895 for further information and for a copy of the job description. Please include a resume with your job application.

### **VISITOR SERVICES STAFF**

#### **VISITOR SERVICES (4)**

\$7.50 - \$8.75 per hour; variable hours per week (12 to 20, including weekends and/or evenings); June 1 - August 30.

**QUALIFICATIONS:** Ability to work with and talk to people of all ages and capabilities, have some knowledge of the flora and fauna of Nebraska, and a willingness to work with a flexible schedule.

**RESPONSIBILITIES:** Greet Nature Center visitors, and perform basic care of exhibits including small animals.

Call the Pioneers Park Nature Center at 441-7895 for further information and for a copy of the job description.

#### **GROUND & GARDEN WORKER (3)**

\$7.50 - \$8.75 per hour; 40 hours per week; May 17 - August 20.

**QUALIFICATIONS:** Ability to use hand tools and operate power equipment, run mowers, and weed-eater. Must be able to lift 30 pounds.

**RESPONSIBILITIES:** To plant, water, weed, mow, prune desirable plants and remove (cut, dig, pull, spray) undesirable plants. Assist with Nature Center maintenance and the upkeep of trails.

Call the Pioneers Park Nature Center at 441-7895 for further information and for a copy of the job description.

## **CENTERS/PLAYGROUNDS/SPECIAL POPULATIONS/OUTDOOR RECREATION**

### **PLAYGROUNDS**

All applicants are required to be at least 18 years of age by June 1. Applications will be accepted at the Parks and Recreation Office, 2740 "A" Street after January 1, 2004.

When completing application, please indicate current (local) phone number where you can be contacted, or where you receive messages. Applicants need to contact the Playground Office at 441-7952 to arrange appointments for pre-screening interview.

If you have questions regarding the program or the job responsibilities, call 441-7952.

### **PLAYGROUND LEADERS/LEADER ASSISTANTS**

Pay range of \$6.80-\$7.20 per hour, depending on experience. Must be able to work Monday through Friday, approximately 8:45 a.m. – 12:15 p.m. Starts June 6 and ends August 5. Elementary School sites and City Parks (to be announced).

**QUALIFICATIONS:** Must be available for training session May 31, June 1 & 2, 6:00 - 9:00 p.m. and for entire program period June 6 – August 5. Mature individual with outgoing personality and proven ability to relate to children. Must have proven ability to plan and conduct a comprehensive (recreation) program for grade school children. Must have some previous experience working in a leadership role with groups of children. Must be physically able to perform all duties related to leading physical activities including active participation with the children during these games. Must provide own transportation.

## **SPECIAL POPULATIONS SUMFUN DAY CAMP**

All applicants are required to be High School graduates under the State OMR regulations, and at least 19 years of age by July 1, 2005.

Applications may be picked up at the Parks and Recreation Office, 2740 "A" Street. When completing application, please indicate current (local) phone number where you can be contacted, or where you receive messages. Applicants will be contacted to arrange appointments for interview.

SUMFUN offers temporary employment at a summer day camp for children with special needs. The camp is held in Antelope Park and at Auld Recreation Center. SUMFUN will run for 1 week of training and 4 weeks of camp following LPS summer school (approximately July 18-August 12, Monday through Friday.)

If you have questions about the program or the job responsibilities, call 441-7877.

### **SITE SUPERVISOR (2)**

\$8.10 per hour; approximately 8:30 a.m. - 3:30 p.m. Monday through Friday. Starts July 11, ends August 12.

**QUALIFICATIONS:** Mature individual with education and experience in the field of mental retardation. Supervisory experience and strong leadership skills required for this position. Recreation and camp experience preferred. Must be physically able to perform all duties related to leading physical activities including active participation and interaction with children with special needs.

### **RECREATION GROUP LEADER/INSTRUCTOR (12)**

\$7.00 per hour; approximately 8:00 a.m. - 3:30 p.m. Monday through Friday. Starts July 12, ends August 13. (Dates will depend on LPS summer school schedule.)

**QUALIFICATIONS:** Prefer individuals majoring in Special Education, Recreation, Physical Education, Art, Music or related fields. Applicants should have interest and experience in working with children with special needs in an outdoor setting and the ability to instruct them in crafts, games, music, drama or nature lore. Must be physically able to perform all duties related to leading physical activities including active participation and interaction with children with special needs. Staff will work in teams of two to pick up participants and take them home. Applicants must have an excellent driving record and a valid NE driver's license.

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## **RECREATION DAY CAMPS**

All applicants are required to be at least 18 years of age by June 1. Applicants should apply at the Recreation Center of their choice from the three Centers conducting the Day Camps:

- Air Park Center – 3720 NW 46<sup>th</sup> – 441-7876 (K-5<sup>th</sup> grade camp)
- Calvert Center – 4500 Stockwell – 441-8480 (K-4<sup>th</sup> grade camp and 5-6-7<sup>th</sup> grade camp)
- Mickle School Day Camp – 6402 Judson (apply at "F" St. Center, 1225 "F" St.) 441-7952 (K-4<sup>th</sup> grade and 5-6-7<sup>th</sup> grade camp)
- Irving Center – 2120 Van Dorn – 441-7954 (K-4<sup>th</sup> grade camp & 5-7<sup>th</sup> grade camp)
- Belmont Center – 1234 Judson – 441-6789 (K-5<sup>th</sup> grade camp)
- Bethany Day Camp – 66<sup>th</sup> & Vine (apply at "F" St. Center, 1225 "F" St.) 441-7952 (K-4<sup>th</sup> grade camp)
- "F" St. Center – 1225 "F" St. – 441-7951 (K-5<sup>th</sup> grade camp)
- Huntington Day Camp – 2900 No. 46<sup>th</sup> (apply at "F" St. Center, 1225 "F" St.) 441-7952 (K-5<sup>th</sup> grade camp)
- Language Immersion (Spanish language) day camp (apply at "F" St. Center) 441-7952 (K-5<sup>th</sup> grade camp). Site to be announced.
- Hill School Day Camp – 5230 Tipperary Trail (apply at "F" St. Center, 1225 "F" St.) 441-7952 (K-4<sup>th</sup> Grade camp)

**RECREATION DAY CAMP DIRECTORS/LEADERS:**

\$6.80-\$8.50 per hour, depending on position. Variable hours available between 6:45 a.m. – 6:15 p.m., Monday through Friday, 20-40 hrs. per week.

**QUALIFICATIONS:** Must be available for training session May 31, June 1 & 2, and for entire program period June 6-August 12. Mature individual with outgoing personality and ability to relate to children and youth. Possess the ability to plan and conduct a recreation program for grade school or middle school youth. Previous experience working in a leadership role with groups of children is desirable. Have to be physically able to perform all duties related to leading physical activities including active participation with children during these activities. A valid Nebraska driver's license and no more than three points off in the last three years is required. Those hired will be trained to drive a Parks and Recreation van for field trips.

**DUTIES:** Will include conducting a variety of active and non-active games and sports, crafts and other recreational and/or educational activities. Supervising and participating in field trips and swimming outings is required.

## **ATHLETICS**

The Athletic Office, located at 233 So. 23<sup>rd</sup> St., is open from 8:30 a.m.- 5:00 p.m., Monday through Friday. Individuals interested in officiating softball games should contact this office at 441-7892.

### **MEN'S AND WOMEN'S SOFTBALL UMPIRES (25-30)** (Need not fill out application)

\$14.00 - \$16.00 per one hour game.

Umpires needed for evening games Monday - Friday from 6:00 p.m.-10:30 p.m. and on Sunday in the afternoon and evenings. Umpires set own work hours based on availability.

**QUALIFICATIONS:** Have knowledge of Standard Softball Rules and Regulations; able to enforce and interpret rules.

Contact Athletic Office (441-7892) for dates of City Certification Clinics. Softball season runs from late April to late October.

## AQUATICS

### SWIMMING POOLS

Applications may be picked up at the Parks and Recreation Office, 2740 "A" Street. Applications received by Feb. 4, 2005, will be reviewed first.

\* All 14 and 15-year old applicants must obtain a work permit through your School Administration Offices if chosen for a job.

**Season starts May 28 and ends August 21 for Star City Shores. Other pools open June 4 and close August 21. Woods Pool season will end September 5.**

#### **POOL LIFEGUARDS (200)**

\$6.60 - \$8.20 per hour. Rate of pay will vary with qualifications and experience. Approximately 37 ½ hours per week.

**QUALIFICATIONS:** Must hold a current \*Lifeguard Training card and a CPR card. Pool Operator card desirable. Must be available for skill testing in April and training in May. Have ability to deal with public fairly and courteously, must be reliable. Hours vary from 11:30 a.m. to 9:00 p.m. daily. Must be 16 years of age or older. \* Must bring CPR, Lifeguard Training card to the interview. Please bring Pool Operator card to interview if you have it. \*Cards must be good through September 1, 2005.

#### **HEAD GUARD (21)**

\$8.00 - \$9.50 per hour (approximately 40 hours per week).

**QUALIFICATIONS:** Must hold a current \*Lifeguard Training card and C.P.R. card. Must be available for skill testing in April and training in May. Have ability to deal fairly and courteously with the public; have knowledge of water purification methods and pool operations; must obtain and have current State Pool Operator's Certificate. Hours will vary. Must be 19 years of age or older. \*Must bring C.P.R., Lifeguard Training and Pool Operator cards to the interview. \*Cards must be current through September 1, 2005.

#### **POOL CASHIERS - CONCESSION WORKERS (100)**

\$6.30 - \$7.10 per hour. Approximately 15-35 hours per week.

**QUALIFICATIONS:** Experienced in making change and running a cash register; ability to meet the public; courteous and reliable. Hours: 12:30 p.m. - 8:30 p.m. daily. Some morning hours. Must be 14 years of age or older. \*Must obtain a work permit.

#### **WATER AEROBICS INSTRUCTORS (3)**

(Hourly salary approximately \$8.00). Mostly evening hours, Monday through Thursday. Start approximately June 13-ends approximately August 19.

**QUALIFICATIONS:** Prefer someone who has taught previously but will consider all applicants over 18 years of age who have some past experience in teaching swimming lessons or exercise classes.

#### **YOUTH COMPETITIVE DIVING LEAGUE COACHES (4-8)**

\$6.60 - \$8.20 per hour. Approximately 8-12 hours per week, more if hired as a lifeguard. Coaching starts June 6- ends July 22.

**QUALIFICATIONS:** Must have high school or college diving experience. Must be able to work with youth (ages 6 - 18 years). Work Monday through Friday. Will schedule practices. Diving meets on Thursday evenings and weekly evening coaches meeting to be scheduled. \*Would consider diving coach as a lifeguard or cashier at one of the pools.

#### **YOUTH COMPETITIVE SWIM TEAM COACHES (7-20)**

\$6.60 - \$8.20 per hour. Approximately 10-20 hours per week; more if hired as a lifeguard. Coaching starts approximately June 6 - ends July 23.

**QUALIFICATIONS:** Must have high school or college swimming experience; must be able to supervise 40-125 youth, ages 6 - 18 years old. Work Monday through Friday morning practices, weekly evening coaches meetings and Saturday morning swim meets.



## **PARK OPERATIONS & MAINTENANCE**

All applicants are required to be a least 16 years of age unless otherwise specified. Applications may be picked up after January 1, 2005, at the Parks and Recreation Office, 2740 "A" Street, Lincoln, NE 68502. Applications received by March 5, 2005, will be given preference.

### **SEASONAL WORKERS (65) Parks (35) Golf (6) Flower Gardens**

\$6.50 - \$9.00 per hour. Starts Spring - ends Fall - 40 hours per week.

**QUALIFICATIONS:** Must be able to perform manual labor. Hours varied. Required to work assigned schedules. Applicants must be 18 years of age to operate most power equipment, mowers, and motor vehicles. Average of 12 to 14 weeks of work, includes some weekends and evenings. Must be in good physical health and able to work outdoors in all types of conditions. Valid Nebraska Driver's License required for most positions. Some positions require mechanical ability.